



COMMUNITY DEVELOPMENT DEPARTMENT PLANNING DIVISION

Zoning Applications

COMMERCIAL • INDUSTRIAL • MULTI-FAMILY • MIXED-USE



INSTRUCTIONS FOR PROJECT APPLICATION

Project Information – Required on all submittals.

Name: Project Name, Subdivision Name, Plan of Development, etc. (Ex: Orchid House, Smith Residence, Arts Center Addition).

Address: Site address, suite number, and assessor's parcel number (Note: If a vacant lot or new building without a specific address assigned, please contact the City of Tempe Engineering Division at 480-350-8200 in order to obtain a site address. Applications can not be processed without a site specific address.).

Proposed Use: Specify if single-family residence, office, medical office, retail, school, restaurant, carport, office/warehouse, manufacturing, 68 unit apartment, 72 unit hotel, etc.

Existing Zoning: Zoning at the time of application.

Legal Description: Provide a complete legal description of the property on which permitted work will be done. If legal description is too long for space provided, attach a separate sheet with legal description.

Description of Work: A brief description of the work being done, with examples as follows:

Planning - Site Plan Review, Use Permit, Variance, Zoning/Amendment, PADs, General Plan Amendment, Development Plan Review, Signage, Subdivision/Condo, etc.

Building Safety - New Office/Warehouse Building, New SFR, Tenant Improvement, Interior Remodel, Addition to Existing Residence, Prefabricated Carport, Construction due to Fire Damage, Conversion of Garage or Carport to Living Space, etc.

Engineering - On-site storm water retention, curb cuts, water & sewer work in the right-of-way, etc.

Fire - Installation of fuel tanks, spray paint booths, hazardous material review, fire sprinklers, fire alarm, etc.

Applicant Information – Required on all submittals

The name, address, email, telephone and fax information of the individual to be contacted for questions, and notification of project status.

All applications must be accompanied by the required number of plans, submittal materials, and correct fee (dependent upon type of submittal).

Please see our website at www.tempe.gov for applications, submittal information, fees and checklists. If you do not have internet access, please contact us at (480) 350-8341, Option 2.

Time Limitation of Application – Tempe Administrative Code (Section 104.15)

An application for a permit for any proposed work shall be valid for a period of one year from the date of filing. The building official is not authorized to grant any extension of time.

Exceptions:

1. Prior to the date of expiration of any application that has not been approved for the issuance of permits, an applicant may submit a written request for one time extension of a one-hundred eighty (180) days. The request must explain the justifiable cause for the delay and include a proposed plan submittal schedule for completion of the plan review process. If the request for extension is approved, the applicant must submit a new project submittal application form along with a renewal fee equal to twenty-five percent (25%) of the original calculated plan review fee. The renewal fee must be paid no later than thirty (30) business days after the original expiration date or the original application shall expire. Additional plan review fees may apply as prescribed in Table 1-A Building Permit Fees item 4 of other fees. Additionally, all permits must be issued and permit fees paid prior to the end of the one-hundred eighty (180) day extension date.

2. Prior to the date of expiration of any application that has been approved for the issuance of permits, but for which a permit has not been issued, the applicant may request a one time extension of one-hundred eighty (180) days. The request must explain the justifiable cause for the delay. If the request for extension is approved, the applicant must submit a new project submittal application along with a renewal fee equal to ten percent (10%) of the original calculated plan review fee. The renewal fee must be paid no later than thirty (30) days after the original expiration date or the original application shall expire. Additionally, all permits must be issued and permit fees paid prior to the end of the one-hundred eighty (180) day extension date.

(FPN): Exceptions one and two above may not be combined.

Time Limitation of Application – Engineering Submittals (Tempe City Code Appx. A, Chapter 29-19)

An application for a permit for any proposed work shall be valid for a period of one year from date of filing.

Exception: Prior to the date of expiration of any application that has been approved for the issuance of permits, but for which all of the permits have not been issued, the applicant shall pay 25% of the original plan review fees, within 30 days of the plan review expiration date, to extend the plan review approval for an additional 6 months. If the 25% plan review renewal fee is not paid within thirty (30) days of expiration, and the permits are not issued on or before the 6 month extension date, the plan review will expire and all of the permits will be voided.

Time Limitation of Application – 2006 International Fire Code (Section 105.2.3)

An application for a permit for any proposed work or operation shall be deemed to have been abandoned one year after the date of filing. The fire code official is not authorized to grant any extension of time.

Exceptions:

1. Prior to the date of expiration of any application that has not been approved for the issuance of permits, an applicant may submit a written request for one time extension of a ninety (90) days. The request must explain the justifiable cause for the delay and include a proposed plan submittal schedule for completion of the plan review process. If the request for extension is approved, the applicant must submit a new project submittal application form along with a renewal fee equal to thirty-five percent (35%) of the original calculated fire permit fee. The renewal fee must be paid no later than thirty (30) business days after the original expiration date or the original application shall expire. Additionally, all permits must be issued and permit fees paid prior to the end of the ninety (90) day extension date.

2. Prior to the date of expiration of any application that has been approved for the issuance of permits, but for which a permit has not been issued, the applicant may request a one time extension of one-hundred eighty (180) days. The request must explain the justifiable cause for the delay. If the request for extension is approved, the applicant must submit a new project submittal application along with a renewal fee equal to ten percent (10%) of the original calculated fire permit fee. The renewal fee must be paid no later than thirty (30) business days after the original expiration date or the original application shall expire. Additionally, all permits must be issued and permit fees paid prior to the end of the one-hundred eighty (180) day extension date.

3. (FPN): Exceptions one and two above may not be combined.



□

□

Ext: _____

Ext:

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Email Address(es):

Date:

Property owner MUST fill out all information and sign to authorize applications for entitlements.

REQUIRED*	PROPERTY OWNER INFORMATION				
BUSINESS NAME:					
CONTACT NAME:					
ADDRESS:					
CITY:		STATE:		ZIP:	
PHONE:					
FAX:					
EMAIL:					

If Property Owner identified above is not representing this case or is not the applicant identified on the Project Submittal Form, the Property Owner(s) is **required** to sign the authorization statement below or submit a written statement authorizing the applicant to file the request(s).

PROPERTY OWNER AUTHORIZATION

I hereby authorize _____ (applicant business name/contact name)
to process this application with the City of Tempe

Property Owner's Signature

Required if Property Owner is different than Business Owner	BUSINESS OWNER INFORMATION				
BUSINESS NAME:					
CONTACT NAME:					
ADDRESS:					
CITY:		STATE:		ZIP:	
PHONE:					
FAX:					
EMAIL:					

Required if Business Owner is different than Applicant	APPLICANT INFORMATION				
BUSINESS NAME:					
CONTACT NAME:					
ADDRESS:					
CITY:		STATE:		ZIP:	
PHONE:					
FAX:					
EMAIL:					

REQUIRED SIGNATURE	
<p>I, _____, agree that all items required for formal submittal as noted on page 1 have been submitted and is complete. If the submittal is incomplete in any respect, I understand there will be a delay in processing.</p>	<p>_____ Applicant Signature</p> <p>_____ Date</p>

Refer to this chart for all required documents for a complete submittal. Missing items will be considered incomplete. All required documents are provided within this packet.

PROCESS AFTER SUBMITTAL:

- Monday by 5pm submit application.
- Friday by 5pm the Planner has reviewed file for completeness and called customer to review the status of the project.
- Incomplete applications will be returned to the applicant.**
- Complete applications that are missing information or require changes will not be scheduled for a hearing until documents are re-submitted with modifications.
- Complete applications will be scheduled for the next available hearing dates in accordance with advertising requirements.
- The Applicant must coordinate with planning staff to determine a Neighborhood Meeting date and location.
 - The Neighborhood Meeting must be a minimum of 30 days prior to the first hearing.
 - The Neighborhood Meeting must be advertised by mailing and sign posting at least 15 days prior to the Neighborhood Meeting.
 - The Applicant is responsible for advertising the Neighborhood Meeting.**
- Projects scheduled for a hearing must submit any changes at least 16 business days prior to the hearing date. *Changes made after advertisement of a hearing may result in additional fees and a continuance of the project to allow time to review the proposed modifications.*
- Applicants must attend the public hearings scheduled for the item.
- The Development Review Commission will hold a minimum of two public hearings on a proposed major amendment, or a minimum of one public hearing on an amendment, and forward a recommendation to the City Council
- The City Council, with the recommendation of the Development Review Commission and attendant support material, will hold two public hearings on the proposed amendment. The material will include a Resolution to adopt the amendment to the General Plan
- If the City Council approves the proposed amendment by a two-thirds majority, the Resolution is the formal acknowledgment of the Council amending the General Plan
- After the decision is made, a letter of the decision is electronically distributed to the applicant.
- Appeals of decisions made, must be made within 14 days of the decision.

APPLICATION REQUEST	
REQUIRED ITEMS	Zoning
Project Submittal Form	1
Project Data & Owner Authorization Form	1
Letter of Explanation	1
Neighborhood Meeting Requirement	1
Public Involvement Plan	1
Ownership/Tenant List	1
Affidavit of Public Notification	1
Site Plan (fully dimensioned) 24"x36" (FOLDED 9"x12")	1
11"x17"	1
8.5"x11"	1
Photographs/Graphics	*
USB Drive electronic drawings (PDF)	1
Legal Description (text format)	1

* Items may be required depending on scope of work.

**Title report required.

LETTER OF EXPLANATION FOR A ZONING MAP AMENDMENT

For a Zoning Map Amendment, the letter of explanation shall describe the proposed project and provide justification that must include the following:

- A. Based on a finding of consistency and conformance with the General Plan Goals and Objectives, and implementation of the Elements:

- Land use element
- Community design element
- Historic Preservation element
- Neighborhood Preservation and Revitalization element
- Redevelopment element
- Housing element
- General Plan Amendment (note the criteria)
- Economic Development element
- Growth Area element
- Cost of Development element
- Pedestrian and Bicycle element
- Transit element
- Traveways element
- Parking and Access management
- Aviation element
- Conservation element
- Environmental Planning element
- Water Resources element
- Open Space element
- Recreation element
- Public Art and Cultural Amenities element
- Public Buildings and Facilities element
- Public Services element
- Municipal Court element
- Safety element

AFFIDAVIT OF PUBLIC HEARING NOTIFICATION FOR PROPERTY OWNERSHIP LIST AND MAP

For all applications requiring a public hearing, it is the responsibility of the applicant to provide all current and complete property ownership and tenant information for the subject property. Based on the applicant's submitted information, the City of Tempe will provide a notification map and mailing list for all parcels within the 300 feet radius public. The City of Tempe uses the Maricopa County Assessor's parcel data for compilation of this list. The applicant acknowledges that the information provided as a courtesy by the City of Tempe is only as accurate, as the applicant's submitted information, and that of the Maricopa County Assessor's Office.

For compliance, please refer to Section 6-404 of Tempe Zoning and Development Code. Current tenant information for all parcels may be obtained from the current property owner or their designee. Additionally, for timely processing of the application, further mailing requirements are explained on the reverse side of this affidavit.

NOTE: By signing this affidavit, the applicant (or its representative) shall not hold the City of Tempe responsible for any inaccuracies to the property ownership information which may cause delay in proper processing. If tenant information is required, signing this affidavit assumes the applicant (or its representative) is responsible to provide accurate and complete tenant information for the notification process, and any incorrect or incomplete information could cause delay in the proper processing of the application.

Zoning and Development Code, Part 6, Chapter 4, Section 6-404, C (4), in part states:

The Development Services Department or the City Clerk shall issue public notices for all types of hearings under this Code as follows:

4. Mailing a hearing notice not less than 15 calendar days prior to the date of the initial hearing to:
 - a. The applicant or representative and owners of the subject property;
 - b. All property owners of record within 600 feet of the subject property which are included on the mailing list submitted by the applicant;
 - c. The chairperson of the registered neighborhood association(s) and home owners association(s) within 1,320 feet the vicinity of the project;
 - d. All tenants, within the boundary of the subject property(ies); and
 - e. Mailing of hearing notices does not apply to Zoning and Development Code text amendments.
5. If notification is required for a public hearing with City Council, the City Clerk shall submit for publication in the official newspaper the request, at least once, fifteen (15) days prior to the meeting. If a Tempe City Code amendment is involved, the City Clerk shall comply with the requirements of the City Charter.

I have read and understand the foregoing information and requirements, particularly Section 6-404, Tempe Zoning and Development Code, and assume all liability and responsibility of the applicant for compliance with these requirements. The applicant hereby agrees to indemnify, defend and hold harmless the City of Tempe, its officers, agents and employees from any claims, demands, damages, fines, all costs, all fees and all expenses incurred in connection therewith, arising directly or indirectly out of the information provided for the vicinity ownership map, ownership/tenant list and any other information provided for compliance with Section 6-404, Tempe Zoning and Development Code.

NAME:

(PRINT NAME OF APPLICANT OR AUTHORIZED AGENT)

SIGNATURE:

(APPLICANT OR AUTHORIZED AGENT)

DATE: _____

INSTRUCTIONS FOR TENANT LIST

1. Submit tenant's name, address, suite number, city, state and zip code.
2. Font should be all CAPS.
3. 5-digit ZIP code required, 9-digit ZIP code optional.
4. Street and State designation abbreviations acceptable.
5. Submit both a hard copy of the list and an electronic spreadsheet in Microsoft Word or Excel.
6. See example below.

TENANT LIST

BUSINESS NAME	ADDRESS	CITY	STATE	ZIP
JOHN'S SHOE REPAIR	111 S MCCLINTOCK DR #401	TEMPE	AZ	85281
SANDWICH SHOP	4285 E LIBRA DR #100	TEMPE	AZ	85282
NAILS BY MARY	61 N SCOTTSDALE RD #204	TEMPE	AZ	85284

Below is a list of what is required on the submitted plans, depending on the request:

SITE PLAN

- ☐ Date the plan was created
- ☐ Fully dimensioned
- ☐ Scale, North arrow. (up or right)
- ☐ Lot size and shape with dimensioned property lines
- ☐ All existing and proposed buildings/structures
- ☐ Dimensions between the buildings/structures and the property lines
- ☐ Streets and alleys
- ☐ Parking spaces (standard and accessible)
- ☐ Electric service entrance section(s) and gas meter location
- ☐ Accessibility routes
- ☐ Street R.O.W./alleys/easements
- ☐ Setback lines
- ☐ Legal Description or Parcel ID #
- ☐ Location of fire hydrant/s
- ☐ Location of refuse enclosures
- ☐ All streets, medians and driveways within 125' of property.

FLOOR PLAN

- ☐ Complete floor layout
- ☐ Use of each room
- ☐ Dimensions of buildings and rooms
- ☐ Locations of windows and doors
- ☐ Location of all electrical equipment including SES, panels, transformers etc.
- ☐ Location and dimensions of the accessible restroom facilities
- ☐ Location and dimensions of accessible parking
- ☐ Location, dimensions and details for accessible bar/dining seating, sales/service counters, etc.
- ☐ Furnishing layout, including patio furniture (umbrellas, fire pits, heaters, etc.)

BUILDING ELEVATIONS

- ☐ Building elevations-four sides
- ☐ Symbol schedule of all symbols and abbreviations used
- ☐ All materials and colors specified in key and noted on drawings.
- ☐ All patio materials and appliances (heaters, misters, fans, televisions, speakers, lights)
- ☐ Dimensions of building height taken from grade

BUILDING CROSS SECTIONS

- ☐ Building cross-sections in two directions, dimensioned
- ☐ Symbol schedule of all symbols and abbreviations used
- ☐ HVAC or other mechanical equipment listings, and dimensions shown fully screened.

LANDSCAPE PLANS

- ☐ Symbol schedule of all symbols and abbreviations used
- ☐ Unique symbols for all trees, shrubs, ground covers, organic and hardscape features
- ☐ Size specification of all plants at time of planting (tree caliper, shrub gallon) and at maturity (tree canopy, shrub height)
- ☐ Dimensions of hardscape areas, pedestrian areas, distances from plants 2' and 3' in height
- ☐ On site lighting fixtures (coordinated with photometric plan for tree/light placement)
- ☐ Location of water meter, backflow preventer and cage assemblies
- ☐ Location of fire hydrants

MATERIALS SAMPLE BOARD

- ☐ Maximum 8 ½" x 14" board size
- ☐ Actual paint samples
- ☐ All finish exterior materials (photo or actual)

NEIGHBORHOOD MEETING REQUIREMENTS

Purpose - A neighborhood meeting provides the applicant, surrounding property owners, and registered neighborhood and homeowner's association representatives an opportunity to review a preliminary development proposal. The meeting should solicit input and exchange information about the proposed development to result in an application that is responsive to neighborhood concerns and to expedite and lessen the expense of the review process by avoiding needless delays, appeals, remands or denials. **The applicant is responsible for all costs and processes associated with the neighborhood meeting.**

Applicability - A neighborhood meeting is required for planning entitlements requesting:

1. General Plan Amendments;
2. Zoning Amendments;
3. Planned Area Development Overlay Districts;
4. Variances;
5. Major modification to an approved plan or condition of approval (when original approval requires neighborhood meeting);

Meeting Schedule: The applicant is required to hold a minimum of one (1) meeting, prior to the first public hearing on an application for a specific site, but may hold more if desired. The required meeting shall be held at least thirty (30) calendar days and not more than one (1) year (365 days) before the first public hearing on the application. Meetings held more than one (1) year (365 days) before the first public hearing shall be required to hold an additional neighborhood meeting.

Meeting Location: Neighborhood meetings shall be held at a location near the proposed development site. The meeting shall be held on a weekday evening, or weekends at any reasonable time and in a publicly accessible location.

Notification Requirements: Notice of the meeting shall be provided by the applicant as follows:

1. The development site shall be posted with public notice about the meeting not less than fifteen (15) calendar days prior to the date of neighborhood meeting, a notice of the date, time and place and a summary of the request. Such notice shall be clearly legible and wherever possible, placed adjacent to the right-of-way of a public street or road. It shall be the responsibility of the applicant to use reasonable efforts to maintain the notice once it has been placed on the subject property. It is the responsibility of the applicant to post the notice affiliated with items identified in Section 6-402(B)(2-5), with a sign having a minimum sign area of sixteen (16) square feet, which shall include information on future public hearings, pursuant to Section 6-404(C)(2). For variance applications the neighborhood meeting sign(s) shall be no smaller than six (6) square feet in area.

NEIGHBORHOOD MEETING REQUIREMENTS CONTINUED

2. Mailing a notice not less than fifteen (15) calendar days prior to the date of the neighborhood meeting to:
 - a. All property owners of record within six hundred (600) feet of the subject property which are included on the mailing list submitted by the applicant;
 - b. The chairperson of the registered neighborhood association(s) and home owners association(s) within one thousand three hundred and twenty (1,320) feet of the subject property; and
 - c. All tenants, within the boundary of the subject property(ies).

Meeting Format: The room shall have a sign in sheet and chairs provided for attendees. The meeting shall include an introduction and presentation of the project to meeting attendees, with images provided (hand out and/or poster boards or computer graphic presentation). Open house format may be used prior to the official meeting; however, all discussions should be heard by the group as a whole, and documented in minutes. Any discussion regarding proposed project changes should also be noted.

Meeting Summary: The applicant shall submit to the Community Development Department fifteen (15) calendar days before the first public hearing on the matter a written summary of the issues and discussions from the meeting and the meeting notes.

III. PRIVATE DEVELOPMENT PROJECTS

This *Manual* provides instructions for private applicants to create a **Public Involvement Plan** (PIP) after the Site Plan Review comments have been addressed and the project is ready for formal submittal. The purpose of the plan is to ensure that applicants pursue early and effective resident and property owner participation in regards to their land use applications in order to mitigate any real or perceived impacts their application may have on the community. This enables applicants to better comprehend the community's needs, resolve concerns at an early stage of the process and to facilitate ongoing communication between the applicant, interested citizens, property owners, City staff and elected officials throughout the application review process.

The planning of these projects is primarily conducted by the applicant and through a process required by the City of Tempe *Zoning and Development Code (ZDC)* as amended. The ZDC as amended explains approval and appeal authorities, detail requirements for application submittal and review, public notice and staff reports, public meetings and public hearings, conditions of approval, re-application and reconsideration of decisions, appeals and time extension, revocation, and transfer of permits/approvals.

Key steps in the public involvement process include: preparing and submitting a PIP to the city for review; implementing a PIP upon approval by the city; and preparing and submitting a Public Involvement Final Report after the implementation of the PIP has been completed.

Public Involvement Plan

The completion of the following is necessary for approval of a Public Involvement Plan (PIP). Each item listed below must be addressed in the PIP:

1. Attach a cover page titled "Public Involvement Plan," which lists information such as the project name, address, general cross streets, and case number(s), if assigned at this time.
2. Provide a brief description of the proposed project, including the specific entitlement request(s).
3. Include a draft copy of your notification letter and sign text in the Plan.
4. Describe the proposed format of the neighborhood meeting. *Preferred Format:* Group presentation with citizen question and response. This allows all participants, including applicants, citizens, and staff, to hear the proposal and all comments and the response. Alternate methods may be used after initial presentation.

5. Assess whether language translation is needed for the notification and/or neighborhood meeting.
6. Notification:
 - Include the notification area map and provide a list of the property owners within the area who will be notified.
 - List any Registered Neighborhood and Homeowners' Associations, and their representatives, who will be notified.
 - Notification must occur a minimum of 15 days prior to the neighborhood meeting.
 - Confirm the date of the neighborhood meeting to ensure City Planning staff attendance whenever possible.
7. Identify to the best of your ability the stakeholders who will be directly and indirectly affected by your proposal and some of the concerns or issues these individuals may have.
8. State how individuals will be informed of any significant changes or amendments to the proposed development after the applicant's neighborhood meeting (notification by mail, a second neighborhood meeting, etc.).
9. Prepare a schedule with estimated dates for completion of the Public Involvement Plan. This should include:
 - The date the Public Involvement Plan will be submitted to the project planner for review.
 - The estimated date of notification mailings and posting of site.
 - A submittal date for the Public Involvement Final Report (within 5 business days of the neighborhood meeting).
10. Receive sign-off authorization from the assigned Planner for the project, prior to mailing the notifications and posting the sign.

Public Involvement Final Report

Following the neighborhood meeting, a Public Involvement Final Report must be submitted. Each item listed below must be addressed in the report.

1. Attach a cover page titled "Public Involvement Final Report," which lists information such as the project name, address, general cross streets, and case number(s), if assigned at this time.
2. List dates that notification letters and meeting notices were mailed, newsletters, other publications were posted and/or advertised and signs were posted.
3. Attach a map of the notification area.

4. List the names of registered neighborhood and homeowners' associations that were notified.
5. Identify dates and locations of all meetings where citizens were invited to discuss the proposal. Include a description of the format of the neighborhood meeting.
6. Provide the total number of individuals noticed and the number of people that actually participated in the process. This includes individuals who attended the meeting(s), provided written comments, or phone calls.
7. List concerns and issues expressed by the participants and specify how each has or has not been addressed and why.
8. Attach copies of letters, photos of signs posted, affidavits, meeting invitations, newsletters, publications, meeting sign-in sheets, petitions received in support or against the proposed project, and any other materials pertaining to the public involvement process.
9. Submit Final Report to the assigned Planner for review.